

L.A. COUNTY COMMISSION ON LOCAL GOVERNMENT SERVICES
Strategic Planning Committee Report – November 3, 2015

TO: Members of the Commission
FR: Strategic Planning Committee
(Larry Kaplan, chair; Azita Fatheree; Ana Ponce; Jesse Gabriel)

At its meeting on July 7, 2015, the Commission voted to create a Strategic Planning Committee, with the task of developing a process by which the Commission will set its agendas, priorities, goals and objectives in the future.

The committee met several times and explored a number of approaches and tactics. This report is the result of that work over the past four months. We would respectfully request that the commission adopt the recommendation in this report after a thorough discussion.

Adding Issues to the Agenda for Commission Meetings

At the conclusion of each meeting, during the agenda item “Matters Not Posted,” commissioners can request the floor from the chairperson and give a very brief summary of the issue of interest they would like added to the next, or any future, agenda. The summary should include the following:

- Relevance to the commission’s mission (how it fits into the commission’s mandate, as well as its relevance to any other city or county commissions).
- The desired goal and objective (i.e. a recommendation to the Board of Supervisors to fund a particular program or project, or for the Board to instruct the County’s governmental relations staff to advocate for or against a piece of pending legislation, or to permit the location of a facility in the County to achieve a particular goal and objective).
- The desired timeline required for such an action to be presented to the Board of Supervisors, with a discussion of the practicality of such a timeline.
- Established responsibility for who should prepare and provide relevant data or research materials, keeping in mind that staff resources are limited.

The above procedure should be applied retroactively to any pending issues that are being considered by the commission, which have not been finalized as of the adoption of this report, whenever possible. At the January 2016 meeting, the commission should deliberate over and determine what issues will remain on the agenda (i.e.: homelessness, regional tourism, Project Lifesaver, Forensic Science Center, etc.).

Reinforcing Brown Act Procedures for Maximum Transparency and Inclusion

- Items can only be added to the agenda of future meetings by using the process outlined above.
- If a vote is anticipated, that should be included in the advance agenda item. However, it is permissible to continue (not vote) on an agenda item, but it is not permissible to vote on a non-agenda item.
- If any commissioner is absent from a meeting at which an item has been discussed, staff should be instructed to forward all relevant presentations and documents to them in advance of any vote.

Annual Orientation Meeting and Retreat

The commission shall conduct an annual orientation meeting and retreat for all commissioners in the first quarter of the calendar year, facilitated by the chairperson or a designee, to review the following:

- Robert's Rules and Brown Act requirements.
- The Commission's own rules and procedures.
- A general strategic discussion of what the commission would like to accomplish over that year. Commissioners should be prepared to describe the goal for items that have been ongoing.

This meeting/retreat may be scheduled at a special time, or may be conducted in lieu of, or in addition to, a regularly scheduled meeting, which may be extended to run through the lunch hour.